



Helena JSEC Meeting Minutes

October 15, 2008

Members Present:

Carolyn DeYoung	Blue Cross Blue Shield
Gary Willis	Shodair
Robert Ward	Enterprise Rent-a-Car
Larry Westfall	L&S Teambuilders
Alan Thompson	UM-Helena College of Technology
Rosie Walsh	Carroll College Career & Testing Services
Tina Whitaker	MT Committee Employer Services NG
Kelly McArdle	American Federal Savings Bank
Cathy Wood	Student Assistance Foundation
Cindy Jensen	Big Brothers Big Sisters
Kevin Christie	Blue Cross Blue Shield
Deena Korting	A2Z Personnel Helena
Anna Kazmierowski	A2Z Personnel Helena
Sandy Hamlin	Helena Job Service Workforce Center
Dave Laber	Helena Job Service Workforce Center

Introductions: Carolyn asked for introduction of the members and welcomed them.

Treasurer Report: Robert reported that the Mike Bullock Scholarship fund has \$271.86 and the JSEC checking account has \$5,256.50.

Fundraising Report: Dave said we have raised \$924.00 so far this year. Recently, May was \$109.00, June-\$79.00, and July-\$67.00. Today there are about 30 people at one of Jim's training sessions at the Great Northern. Dave is not sure how much we will get from that. Saturday October 4th Jim put on a small training session for the HR Certification Class. We should get a little out of that, but not a lot. The question was asked of Robert if all of that money went into the scholarship account. Robert indicated that it goes into the JSEC account and then is moved to the scholarship account as needed.

Scholarships: Sandy has approached Tina to see if she would be willing to head up a scholarship committee. The committee approved Tina's role as Scholarship Chairperson. Alan, Cathy and Anna volunteered to serve on the committee with her. Carolyn assured Tina that if she needed any assistance from the committee, they would be there to help. Sandy will also be available.

Saving the discussion on the Conference for last, we moved on to the Manager's Report. Deb was unable to attend the meeting. No one had any questions about the report.

Hidden Agenda: Gary asked Rosie if Carroll College was going to be involved in the Spring Career Fair. Rosie said that occasionally Carol Rule and she have been invited to the planning meeting. Last year Carroll College participated because there is still some value for the students. Job Service opted out, but others paid for a table. Rosie did say that she knew next year's Spring Career Fair would be April 1st. No one has any news on the Fall Career Fair that the IR sponsored last year. Deena and Anna said

that they participated in the Fall Fair. They will check and see if the IR is having it again this year. Anna will let Sandy know so she can pass it on to the Committee.

Tina Whitaker passed out an Employer Resource Guide giving information on ESGR (Employer Support of the Guard and Reserve); "a Department of Defense agency that seeks to develop and promote a culture in which all American employers support and value the military service of their employees...". She also passed out USERRA (Uniformed Services Employment and Reemployment Rights Act) information, as well as a Statement of Support for the Guard and Reserve that employers can sign and post. She said that employers can create a drop file that would remind them of special events in a military person's life.

Cindy Jensen mentioned that she has used Experience Works, which resulted in 2 good full-time hires. Experience Works is located at the Helena Job Service Workforce Center. The program is for those 55 years of age and older meeting a certain income criteria. Jackie can be contacted at 406-447-3211.

Conference: Sandy and Dave have done some ground work on the Innovation in Business Conference to be held in Helena May 2009. Sandy reminded everyone that everything we decide has to be approved through the DLI Workforce Central Office since they will be collecting the registration fees and handling most of the costs. JSEC will be responsible for some costs but will be reimbursed for much of that, and we will likely make some money from a few different areas. Gary asked if we would be getting any seed money? Sandy will check with Chris on that.

Sandy and Dave did some initial investigation on facilities for the Early Bird and the Awards Ceremony. The main conference will be held at the Red Lion on May 19th, 20th and possibly a half day on the 21st. The Early Bird will be on the 18th. As we went through the list of facilities, several were ruled out because of size issues. Last year's Early Bird had 110 attendees and the Awards Ceremony had 96. Carolyn suggested that we might have more this year being in Helena, guests and all. If you want to bring a guest to the Awards Ceremony you would just have to pay an additional \$35.00 fee for them. Dave and Sandy said they kept in mind when looking at facilities for both, that we were encouraged to showcase our community. That is one reason we looked so heavily at places like the Country Club because there is golfing, and within a short distance there is also Spring Meadow, Archie Bray and the museum at Fort Harrison. Sandy and Dave also checked out Exploration Works, Myrna Loy, Fairgrounds, Airport, Education Building in the Great Northern, State Capitol Rotunda and Historical Society Museum. Either because of capacity or hours a lot of these locations won't work. Even though the Capitol Rotunda is not available, they have a brochure available that people could use to take self-guided tours of the Capitol earlier in the day. We would make sure those brochures get in to the goodie bags. Rosie will check on the Carroll College Commons to see how many it seats. Sandy will check with Chris to see exactly how much they will be allowing us for facility rental. Fox Ridge was suggested as a possible place that we hadn't thought of before. Sandy and Dave will check it out. We were also thinking about renting the trolley to take people from the motel to the Early Bird and back. Sandy will contact HATS about that possibility, cost, etc. Gary asked Alan about UM-Helena. Alan said it would need to be catered. He will check on that. Carolyn asked if we looked at any other caterers. Kelly had sent Sandy a whole list that she has used in the past. We can have Kelly check on those if the restaurant/bar combination doesn't work out. Another thing that is good about having the functions at a restaurant with a bar is there will not be any clean up. Gary said that out of all of the suggestions for the Awards Ceremony, the Red Lion would probably be the cheapest venue. They have a bar and will probably not charge for the room if we are having our meal there.

Another consideration is the entertainment. This is optional and the total cost would be the responsibility of our local JSEC. Gary asked if we had thought about a DJ. They are fairly reasonable and the Red Lion has a dance floor. Kelly and Anna will check into a DJ for the Awards Ceremony.

Sandy said that we have some people who have already volunteered to donate for the Silent Auction and Raffle. We get 25% from the raffle and MSEC (Montana State Employers Committee) gets 75%. Gary said that the 50/50 can be a real opportunity to make some money, and we should plan on promoting it heavily. Dave brought up the possibility that we might be able to have vendors this year. We would charge them and split the profits 50/50 with MSEC. The Committee thought it would be a win win situation. Gary said MSEC will be meeting and discuss the vendors.

Dave will set up a time with Larry to contact the Chamber of Commerce. Perhaps the Chamber can donate some of their material such as restaurant guides, All About Helena, etc. to put in the goodie bags. Carolyn said that our businesses can also add doodads, and we will have to set some time aside to stuff the bags. Sandy and Dave had talked about having at least one quality item in the bag, like a book. Kelly had an idea from a previous conference that she attended where the quality item was the bag itself. The bag was a nice canvas. Discussion followed on stores that might be able to donate bags. Gary said that someone might want to check with Wayne. Kelly has already said that American Federal can probably put a pen in each bag. We would also need a pad of paper and whatever else we want to add to the bag. Carolyn asked how many pads of paper we would need. Sandy said that there were about 200 people registered last year.

Gary also mentioned that if you know someone in town who is generous enough to give a gift, we shouldn't wait until March or April. Rosie said that sometimes merchants have just a certain budget for donations, and when that is gone it is gone. Before Christmas gets here, or maybe even after Christmas when they have leftover merchandise. The Raffle should be something fairly substantial. Last year there were 3 prints. One was a large Charlie Russell print. The Silent Auction gifts can be smaller and combined in a basket. Sandy said that the Silent Auction items were one of MSEC's only fundraisers, so even a couple of nice baskets would be good.

Marketing and advertising definitely has to go thru Chris before we put anything in print. We will ask Chris for some approved talking points so that members have something to use when they are marketing the Conference. Kelly from American Federal has offered to sponsor and ad for us in the Chamber newsletter if we get it to her far enough in advance. Cindy and Larry will be checking with Leadership Helena to see if we can have some time to talk about the Conference and perhaps JSEC and Job Service. Larry may also be able to bring it up at the LEADS Club that he attends.

Meeting was adjourned.

Next Meeting:

- November 19, 2008
- Wednesday
- 3:30 p.m.
- Room 1, Helena Job Service Workforce Center
- Carolyn—Treats